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**CHEVY CHASE VILLAGE  
BOARD OF MANAGERS  
JANUARY 13, 2014 MEETING  
STAFF REPORT**

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**TO:** BOARD OF MANAGERS  
**FROM:** SHANA R. DAVIS-COOK, VILLAGE MANAGER   
**DATE:** 1/9/2014  
**SUBJECT:** VILLAGE HALL USE POLICIES

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Several weeks ago, Board Chair Pat Baptiste, Board Member Elissa Leonard and I met to discuss pending matters related to the use of the Village Hall along with a request submitted by the Chevy Chase@Home local aging-in-place organization. Ms. Baptiste asked me to work with Ms. Leonard to consult with current and former members of the Village Building Facilities Commission to get their feedback and recommendations on how to proceed with the pending matters since the Building Facilities Commission is not currently active<sup>1</sup>.

On Monday, January 6, Ms. Leonard and I met with former commissioner Elizabeth Bausch (East Lenox Street) and current members Carole Lee (East Irving Street) and Pamela Murphy (East Kirke Street). Prior to the meeting, Ms. Leonard emailed the points we sought to cover and received feedback from former commissioners Cara Medeiros (West Lenox Street) and Pamela Somers (East Irving Street) and current commissioner Roxann Steinberg (West Lenox Street). Their feedback was reviewed during the meeting. Below is a summary of the points covered and a series of recommendations for the Board's consideration:

**Classes**

1. **Allow instructors to charge class fees as the instructors propose; however, maintain a \$2.50 per class additional charge for each non-resident.** The class pricing structure is presently set at \$10 per class for residents, \$12.50 for non-residents. Rather than imposing a set fee structure on all classes, instructors would be permitted to charge the rate they propose for their services provided that an additional charge of \$2.50 per class, for non-residents, which the instructor will continue to remit to the Village as the instructor's fee for use of the Hall.
2. **Decrease the per-class Village resident ratio from 60-70% to 50%.** Instructors have found the ratio requirement difficult to maintain. Classes are currently permitted a two to three week grace period in which to meet this ratio, after which the class must be canceled if the resident enrollment is not satisfied. Various classes have been previously canceled because the ratio could not be met, disadvantaging residents who have enrolled.

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<sup>1</sup> With Ms. Leonard's election to the Village Board, the BFC currently does not have a Chair. Additionally, the BFC has experienced difficulty convening a quorum to review matters. The Board sub-committee on Village Committees and Commissions has been tasked with reviewing the structure of this commission to make a recommendation to the Board regarding the future role and membership requirements.

## **Hall Rentals**

**Hold rather than deposit damage deposit checks.** Our current policy requires payment of the damage deposit at least two weeks prior to the event so the monies can be deposited into the Village's account as an assurance that the funds will be available if damage occurs. The deposit is then reissued by check from the Village account within two weeks following the event. This policy was originally instituted after rare occurrences of severe damage, and prior to the requirement that the resident-host pay all related rental fees. Since the resident-host requirement was instituted, we have almost always reissued the entire damage deposit following private rentals. Given this experience, forcing deposit of damage deposits seems like an unreasonable imposition on residents and an unnecessary administrative burden.

## **Chevy Chase@Home's Pending Request for a Technology Class for Seniors (SEE ATTACHMENT)**

**Approve the request as presented which would allow Chevy Chase@Home (CC@H) to retain the non-resident fee and waive the resident-ratio requirement.** As a local organization that supports the senior community of the Village and surrounding municipalities, the request to waive the resident-ratio requirement and allow the organization to keep the non-resident fee to support its operational expenses seems like a reasonable request. Given the earlier recommendation to allow instructors to charge the fee they propose for their services, CC@H's proposed rate structure is deemed acceptable. As a class organized by CC@H, this proposal is also consistent with previous Board authorization to allow CC@H free use of the Village Hall for its meetings and events.

## **Board Action Requested/Draft Motion**

I request Board approval of the above recommendations.

## **Attachments**

Letter from Chevy Chase@Home, dated December 17, 2013



# CHEVY CHASE AT HOME

We Are Neighbors Helping Neighbors Stay At Home

Post Office Box 15102

Chevy Chase, MD 20825

Telephone 301-657-3115

December 17, 2013

Shana R. Davis-Cook, Village Manager  
Chevy Chase Village  
5906 Connecticut Avenue  
Chevy Chase, MD 20815

Dear Ms. Davis-Cook:

On behalf of Chevy Chase At Home (CC@H) and the Chevy Chase Village Senior Committee, we are requesting special permission to utilize the Chevy Chase Village hall for the purpose of offering affordable classes geared specifically for older adults to our members and other Chevy Chase Village residents. As you know, CC@H is a 501(c)(3) non-profit organization that provides a community network of volunteer provided services, assistance, and support to help older adults in our area stay connected and live independently as long as possible. Using the Village hall would allow CC@H to offer these classes in an environment where our members already feel comfortable and in a place that is easily accessible to them.

CC@H first would like to bring basic and intermediate computer and technology classes tailored for seniors to our members, Chevy Chase Village residents who are interested, and other Chevy Chase residents in the surrounding neighborhoods. CC@H proposes to offer beginner and intermediate instruction for no more than 15 participants at a time in such areas as iPad use, digital photography, and social media (e.g., Facebook and Twitter) through a vendor experienced in teaching this material to older adults.

Accordingly, we are asking the Village to provide CC@H the use of the hall free of charge and to waive its usual requirement that a majority of the class participants be residents of Chevy Chase Village. We are also proposing to offer these classes at a rate of \$15 per class hour for Chevy Chase Village residents and CC@H members, and \$17 per class hour for all others. These rates are consistent with similar low-cost technology classes in the vicinity and include the costs of extensive hand-out materials.

So that we may move forward with organizing the class, if we receive your approval, we would appreciate hearing from you no later than January 15, 2014.

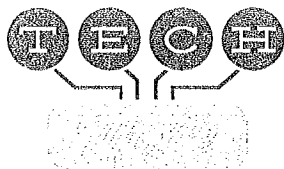
We greatly appreciate your consideration of this proposal, and hope that you will work with us to bring these classes to our community. If you have any questions, please feel free to contact Betty O'Connor at (301) 656-0597 or Elizabeth Cullen at (301) 907-0026.

Sincerely,

Betty O'Connor  
Chair, Chevy Chase Village Seniors Committee  
Member, CC@H Board of Director

Elizabeth A. Cullen  
Chair, CC@H Ad Hoc Class Committee

RECEIVED DEC 17 2013



Contact: [Pam@Tech-Moxie.com](mailto:Pam@Tech-Moxie.com)  
301.520.7671

**Representative Offerings.** All classes include handouts and step-by-step instructions where applicable. Additional classes available upon request.

**Starting Genealogy Research Online:** Census data, ship manifests, birth records and news articles are increasingly available on the internet. Learn how to get started gathering family history online. Explore finding information on your family and how to get the most for free out of the best genealogy websites (like Ancestry.com). *Prerequisite: Ability to conduct basic internet searches.*

**Getting to know the iPad:** This two part series covers all the fundamentals of iPad navigation, how to buy an app, how to recognize which apps aren't worth purchasing, organizing your icons, and basic troubleshooting. Time is reserved in the second class to explore participants' interests. *Prerequisite: Access to an iPad, which should be brought to class.*

**Intermediate iPad:** For users comfortable doing basic tasks on the iPad. We will learn how to video chat using services like Skype or FaceTime, use the calendar, how to synchronize contacts, etc. with an iPhone, and more advanced use of the App store. Time will be reserved to explore participants' interests. *Prerequisite: Basic iPad skills equivalent to "Getting to know the iPad".*

**Photos in the Digital Age:** This class will explore options for converting paper photos to digital (scanning), sharing photos, printing, making photo memory books, calendars, and other memorabilia using online services. We will also learn how to make sure your photos are backed up to prevent loss if something happens to your computer or iPad. *Prerequisite: Basic computer skills.*

**Social Media:** Even if you never "Tweet", wouldn't it be nice to understand what all the fuss is about? Have you been hearing about Twitter, Pinterest, LinkedIn, Instagram, Facebook, and Vine? The class will give a demonstration and explanation of the latest social media apps and how they are being used by teens, business and even government. *Prerequisite: None*

**Privacy and the internet.** Creating safe passwords, privacy issues with social media, shopping on the internet, what is phishing and how to avoid this and other scams. *Prerequisite: None.*

**Should I get an iPad?** For those who are considering what you can do with an iPad. Learn what the iPad has to offer. Did you know you can listen to radio stations around the world, video chat with far away family, play scrabble with remote friends, take and view photos, and watch TV and movies? *Prerequisite: None.*